



START HERE
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FEDERAL STUDENT AID

Financial Management System

Guaranty Agency User Guide

Email: FSA_GAR@ed.gov

Website: <http://www.fp.ed.gov/>

Guaranty Agency

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Overview of payment process

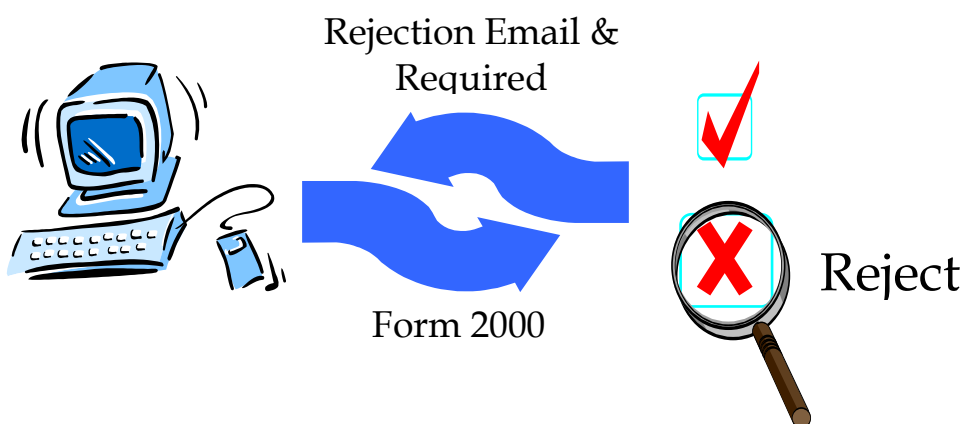
The guaranty agency financial reporting process is based on information provided on the Guaranty Agency Financial Report (GAFR/Form 2000). The GAFR requests payments from and makes payments to the Department of Education (ED) under the Federal Family Education Loan Program, which is authorized by Title IV, Part B of the Higher Education Act of 1965, as amended (HEA). The Financial Management System (FMS) enables guaranty agencies (GA's) to electronically track and submit Form 2000 information online via the Internet or via file transfer protocol (FTP) through the Student Aid Internet Gateway (SAIG).

Form 2000 submission process benefits

- Improves cash management
- Improves the accuracy of data
- Reduces the amount of manual data entry

Form 2000 submission process

At the end of each month, GA's complete and submit monthly reports for the FFEL loan program online using the ED Form 2000. The Financial Management System (FMS) allows the GA's to submit GAFR either online or via file FTP. Once the monthly data is submitted to Federal Student Aid (FSA) the GA will receive a notification that the report has been submitted. FSA will perform their review of the submission and it will be either processed or rejected. For any rejection, the GA will receive an e-mail notifying them of the rejection and a reason for the rejection in the "Comments Section" field of the report. The monthly form should then be revised in FMS, based on the comments, and resubmitted to FSA.



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Once the form is accepted by FSA, an invoice is created in FMS and will then go through an internal approval process. Once the invoice is approved for payment, a Statement of Account is created in FMS and an e-mail is sent to the GA contact notifying them of the approval. The Statement of Account can then be viewed in FMS.

**FYI**

Supplemental, Monthly/Quarterly and Annual reports can also be submitted electronically using FMS, and follow a similar reject, accept and approval process as the Monthly reports.

System Access

User ID and Password

Access to FMS requires FMS Oracle Applications User IDs and passwords. All users must submit an FMS Security Access package to obtain a User ID and password. Link to FMS Security Form
http://www.fp.ed.gov/attachments/fms_data_nslds/FSAFMSSYSSECURITYJanuary2012.doc

The FMS Oracle Applications User ID is required to gain access to the FMS application itself. Questions concerning FMS Oracle Application user IDs should be sent to: FMS.OPERATIONS@ed.gov

Guaranty Agency**Roles**

There are three roles GA users can be assigned in FMS. Every system user is granted a role based on the Form 2000 responsibilities assigned by their GA. The FMS System Administrator links the role to each user's system logon ID in FMS. The following roles (responsibilities) are available in FMS:

FSA GA Inquiry

This role allows the user to view existing monthly, monthly/quarterly and annual reports.

FSA GA User

This role allows the user to view, create, edit and save monthly, monthly/quarterly and annual reports.

FSA GA Manager

This role allows the user to view, create, edit and save monthly, monthly/quarterly and annual reports. Additionally, this role also allows the user to submit monthly, monthly/quarterly and annual reports to FSA.

Sign-on

The following instructions describe how to log onto FMS

1. Open Internet Explorer, or other Internet browser.
2. Type the following address into the Address line of the browser:

<https://fsa-fms.ed.gov/>

Or, Go to the Financial Partner Portal link:

and click on the FMS icon, which will take you to the FMS logon screen.

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The screenshot shows the Financial Partners Portal homepage. At the top left is the Federal Student Aid logo with the text "START HERE GO FURTHER FEDERAL STUDENT AID". To the right of the logo is the text "Financial Partners". Below the logo is a navigation bar with links: Home, Contact Resources, Customer Service, Survey, and Site Map. On the left side, there is a search bar with a "GO" button and a link to "Advanced Search". Below the search bar is a sidebar with links: Systems, FSA Links, Other FSA Sites, Programmatic Links, Supportive Links, Publications, and Interest Rates. The main content area has a large heading "Welcome to Financial Partners Portal" and a paragraph stating: "This portal was designed in close cooperation with our many partners in the financial aid community and is updated regularly." Below this paragraph are two links: "Voluntary Flexible Agreements" and "Ensuring Continued Access to Student Loans". To the right of these links is a "Disaster Assistance" link. Below the "Ensuring Continued Access to Student Loans" link is a paragraph: "Welcome to the Financial Partners Portal! The portal promotes a greater program integrity through innovation technical development, oversight, technical assistance, partnership and community outreach programs by working in partnership with Guaranty Agencies, Lenders, Servicers, Trade Association, Trustees, Schools and Secondary Markets to ensure access for students to federal student loans." Below this paragraph is a box containing an icon of two people and the text "Financial Management System (FMS) Financial Management Systems (FMS) is a centralized system for all FSA financial transactions." with a "GO" button. A callout bubble with the number "1" points to the "GO" button.

1. Click on Financial Management System (FMS) icon.

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FEDERAL STUDENT AID

Financial Partners

Home Contact Resources Customer Service Survey Site Map

Search
GO
Advanced Search

Systems

- Financial Management Systems
- Financial Partners Data Mart
- NSLDS
- FSA Links
- Other FSA Sites
- Programmatic Links
- Supportive Links
- Publications

FP On-line Transaction Processing via FMS.

What is FMS? [▲ TOP](#)

FSA's Financial Management System (FMS) is a centralized system for all FSA financial transactions. It allows FP users to: collect, process, maintain, transmit, and report data about financial events ON-LINE. It also provides functionality to support financial planning and budgeting activities, accumulate and report cost information, and the preparation of financial statements..

- The following FP applications can be accessed by clicking on the 'GAFR', 'LaRS', 'LEAP/SLEAP', or 'LAP' icons on the right.
- All FMS users are required to submit updated [FSA/FMS Security Forms](#) annually with the U.S. Department of Education

GAFR--Form 2000 [▲ TOP](#)

[Click here to access](#)

LaRS (formerly ED Form 799)

[Click here to access](#)

2. Click on GAFR Forms 2000 link. It will take you to the “Terms of Use” Page.
Click on “I Accept.”

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FINANCIAL MANAGEMENT SYSTEM

[Terms of Use](#)

This is a Government system, to be used by authorized personnel only. If you use this computer system, you should understand that all activities may be monitored and recorded by automated processes and/or by Government personnel. Anyone using this system expressly consents to such monitoring. Warning: If such monitoring reveals possible evidence of criminal activity, monitoring records may be provided to law enforcement officials. This system contains personal information protected by the Privacy Act of 1974 (as amended). If you use this computer system, you are explicitly consenting to be bound by the Acts requirements and acknowledge the possible criminal and civil penalties for violation of the Act.

[I Agree](#) [I Disagree](#)

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- The “Federal Student Aid Financial Management System Logon” window appears.
- Tab to the **User Name** field and type your FMS Oracle Application Username.
- Tab to the **Password** field and type your Password.
- Click on Login

FYI

The first time the system is logged onto and every 90 days thereafter, a change password message will appear. The system will request the original password to be entered, and a new password to be entered and re-entered. The new password needs to have a minimum of 8 alphanumeric characters, and can be chosen by the user.

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GA Supplemental Claims Report

Who: FSA GA User or FSA GA Manager

Frequency: Monthly

Situation: GA Supplemental Claims Application extension was created as a result of the Higher Education Reconciliation Act of 2005 that reduced the amount of time GA's have to file reinsurance claims with the Department of Education (ED) from 45 days to 30 days. The current monthly GAFR Application extension only allows guaranty agencies to submit one report per month. *Use of the GA Supplemental Claims report is optional.*

The Supplemental Report allows GA's to submit reinsurance claims more often than monthly. In addition, the Supplemental Report replaces the current VFA Weekly Report and can be used by eligible guaranty agencies that are authorized to submit weekly reinsurance claim requests. In all cases the FSA GA Supplemental Report is used in conjunction with the monthly GAFR. The monthly GAFR must include all supplemental reinsurance request information in addition to all-regular monthly reporting. The FMS system will offset the supplemental claim amounts from amounts reported on the monthly GAFR.

Complete GA Supplemental Report

- The FSA GA Supplemental Report Extension will be used:
 - To submit reinsurance claims to ensure compliance with the 30-day provision for submitting claims to ED, and
 - To allow eligible GA's to submit VFA weekly claims, as authorized in their VFA agreement with FSA.

The FSA GA Supplemental Report contains the same information as MR-1, Claims Paid, on the monthly GAFR with the exception of the Item Number. Instead of **MR-1**, the FSA GA Supplemental Report has Item Number **SR-1**.

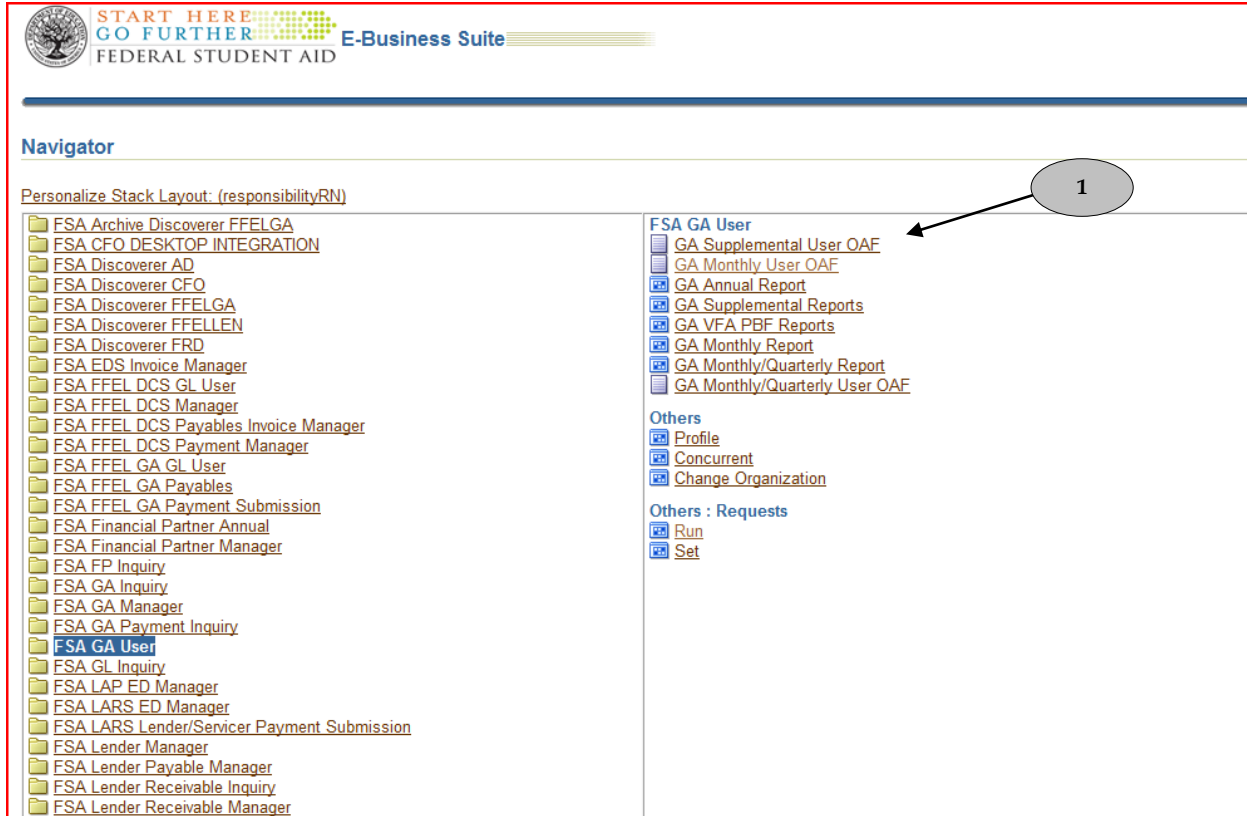
Once the FSA GA Supplemental Claims Report is accepted by FSA, FMS creates an invoice, which goes through an approval process. An email is sent to the GA contacts notifying them that the report has been accepted and a Supplemental GA Claim Report, for regular GA's or a Supplemental VFA Weekly Report, for VFA GA's, has been created and can be viewed in FMS.

At the end of each month, GA's (including VFA GA's) using the Supplemental Extension will continue to complete the monthly GAFR reports (See Financial Management System Guaranty Agency User Guide at http://www.fp.ed.gov/attachments/fms_data_nslds/GAFR_Guide06_2011.pdf for detailed procedures). The monthly GAFR report should contain all Federal Fiscal Month activity including the Supplemental Report data. The FMS system

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will automatically reconcile the total FSA GA Supplemental Report to the GA Monthly Report and create a FSA GA Supplemental SOA Report. This report will display the weekly / Supplemental Claim report's total claim requests and net amount due from monthly GAFR report (MR-16, Amount Due To/From Guarantor) to determine amount due to/from guarantor as a result of processing the supplemental and the GAFR monthly reports.



Complete Supplemental Report



The screenshot shows the FSA E-Business Suite Navigator screen. The top header includes the FSA logo and the text "START HERE GO FURTHER E-Business Suite FEDERAL STUDENT AID". Below the header is a "Navigator" section with a link to "Personalize Stack Layout: (responsibilityRN)". The main area is divided into two columns. The left column lists various modules, including "FSA Archive Discoverer FFELGA", "FSA CFO DESKTOP INTEGRATION", "FSA Discoverer AD", "FSA Discoverer CFO", "FSA Discoverer FFELGA", "FSA Discoverer FFELLEN", "FSA Discoverer FRD", "FSA EDS Invoice Manager", "FSA FFEL DCS GL User", "FSA FFEL DCS Manager", "FSA FFEL DCS Payables Invoice Manager", "FSA FFEL DCS Payment Manager", "FSA FFEL GA GL User", "FSA FFEL GA Payables", "FSA FFEL GA Payment Submission", "FSA Financial Partner Annual", "FSA Financial Partner Manager", "FSA FP Inquiry", "FSA GA Inquiry", "FSA GA Manager", "FSA GA Payment Inquiry", "FSA GA User", "FSA GL Inquiry", "FSA LAP ED Manager", "FSA LARS ED Manager", "FSA LARS Lender/Service Payment Submission", "FSA Lender Manager", "FSA Lender Payable Manager", "FSA Lender Receivable Inquiry", and "FSA Lender Receivable Manager". The right column lists reports under the heading "FSA GA User", including "GA Supplemental Report OAF", "GA Monthly User OAF", "GA Annual Report", "GA Supplemental Reports", "GA VFA PBF Reports", "GA Monthly Report", "GA Monthly/Quarterly Report", and "GA Monthly/Quarterly User OAF". Below these are sections for "Others" (Profile, Concurrent, Change Organization) and "Others : Requests" (Run, Set). A callout bubble with the number "1" points to the "GA Supplemental Report OAF" link.

1. From the Navigator screen, click GA Supplemental Report OAF.

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 **START HERE
GO FURTHER**  **FSA GA User**

[Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)































Supplemental Reports

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.



GA Code: Status:
 Fiscal Year: VFA Flag:
 Month: V=VFAWeekly / G=GAClaim

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GA Code	Name	Fiscal Year	Month	Date Lower	Date Higher	Status	VFA Flag	View	Update
712	Florida Department of Education	2012	3			In Process	GA Claim		
712	Florida Department of Education	2012	6	01-Mar-2012	07-Mar-2012	Accepted	VFA Weekly		
712	Florida Department of Education	2012	5			Accepted	GA Claim		
712	Florida Department of Education	2012	2			Accepted	GA Claim		
712	Florida Department of Education	2012	1			Accepted	GA Claim		
712	Florida Department of Education	2011	12			Accepted	GA Claim		
712	Florida Department of Education	2011	11			Accepted	GA Claim		
712	Florida Department of Education	2011	10			Accepted	GA Claim		
712	Florida Department of Education	2011	9			Accepted	GA Claim		
712	Florida Department of Education	2011	8			Accepted	GA Claim		
712	Florida Department of Education	2011	7			Accepted	GA Claim		
712	Florida Department of Education	2011	6			Accepted	GA Claim		
712	Florida Department of Education	2011	5			Accepted	GA Claim		
712	Florida Department of Education	2011	4			Accepted	GA Claim		
712	Florida Department of Education	2011	3			Accepted	GA Claim		

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- The "Search" page will be displayed. The search page displays all available supplemental reports. The user can view an existing report by clicking the view icon . Reports that have a status of "In Process" or "Rejected" can be viewed or updated. Updates can be done by clicking the update icon . Reports with a status of "Accepted" can only be viewed.
- To create a new report click Create Supplemental Report. The supplemental report will be displayed with a status of new.

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Create Supplemental Report

* Indicates required field

GA Code Status * For Fiscal Month of /

Report Type ☒ GA Claim ☐ VFA Weekly

GA Name

ED Comments

GA Comments

Item No.	Category Detail	Amount Due To/(From) Guarantor	Details
SR-1	Claims Paid	<input type="text" value="0"/>	
SR-1-A	Defaults-Net		<input type="text" value="0.00"/>
SR-1-B	Exempt/Lender of Last Resort		<input type="text" value="0.00"/>
SR-1-C	Death/Disability		<input type="text" value="0.00"/>
SR-1-D	Closed School/False Certification		<input type="text" value="0.00"/>
SR-1-E	Bankruptcy		<input type="text" value="0.00"/>
SR-1-F	Unpaid Refunds		<input type="text" value="0.00"/>
SR-1-G	Discharges		<input type="text" value="0.00"/>

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4. Tab to the first **For Fiscal Mon of** field, and type the month.

- OR -

Click the **List of Values** icon  to select the appropriate month

5. Tab to the second **For Fiscal Mon of** field and type the year using a four-digit format.

-OR-

Click the **List of Values** icon  to select the appropriate year.

6. Complete the lines of the Supplemental Report, **SR-1A** through **SR-1G**.

Save Supplemental Report

7. Click **Apply** to save the report. Once the report is saved a confirmation will be displayed above the report. The message is displayed below:

Confirmation:

Confirmation

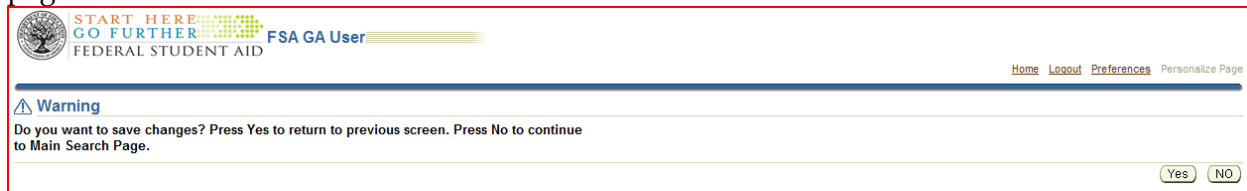
The Supplemental Report has been updated.

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FYI

Supplemental Reports can only be created/submitted for the current month of activity. If a user attempts to create a report for a previous or future month, an error message will be displayed and the report must be corrected.

8. Click the **Cancel** button to close the report. A warning will be displayed: Click Yes to return to previous page. Click No to continue to the search page.



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Monthly Report

Who: FSA GA User or FSA GA Manager
Frequency: Monthly
Situation: At the end of each month, GAs will complete monthly reports for the FFEL loan program online using Form 2000.

Complete Monthly Report

The screenshot displays the FSA E-Business Suite Navigator. At the top, there is a header with the FSA logo and the text "START HERE GO FURTHER FEDERAL STUDENT AID E-Business Suite". Below the header is a "Navigator" section. Under "Personalize Stack Layout: (responsibilityRN)", there are two columns of links. The left column lists various responsibilities, including "FSA GA User". The right column lists tasks for "FSA GA User", including "GA Supplemental User OAF", "GA Monthly User OAF", "GA Annual Report", "GA Supplemental Reports", "GA VFA PBF Reports", "GA Monthly Report", "GA Monthly/Quarterly Report", and "GA Monthly/Quarterly User OAF". A callout bubble with the number "1" points to the "GA Monthly Report OAF" link.

1. From the Navigator screen, click **GA Monthly Report OAF**.

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START HERE
GO FURTHER
FEDERAL STUDENT AID

FSA GA User

Home Logout Preferences Personalize Page

FSA FFELGA Monthly Financial Reports

Search your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

GA Code: 712 Status: Source: Fiscal Year: Fiscal Month: Go Clear

Create Monthly Report

GA Code	GA Name	Fiscal Year	Fiscal Month	Status	Source	View	Update
712	Florida Department of Education	2012	4	In Process	Form		
712	Florida Department of Education	2012	3	In Process	Form		
712	Florida Department of Education	2012	2	Accepted	Form		
712	Florida Department of Education	2012	1	Accepted	Form		
712	Florida Department of Education	2011	12	Accepted	Form		
712	Florida Department of Education	2011	11	Accepted	Form		
712	Florida Department of Education	2011	10	Accepted	Form		
712	Florida Department of Education	2011	9	Accepted	Form		
712	Florida Department of Education	2011	8	Accepted	Form		
712	Florida Department of Education	2011	7	Accepted	Form		
712	Florida Department of Education	2011	6	Accepted	Form		
712	Florida Department of Education	2011	5	Accepted	Form		
712	Florida Department of Education	2011	4	Accepted	Form		
712	Florida Department of Education	2011	3	Accepted	Form		
712	Florida Department of Education	2011	2	Accepted	Form		

Create Monthly Report Previous 1-15 Next 15

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Home Logout Preferences Personalize Page

2. The "Search" page will be displayed. The search page displays all available monthly reports. The user can view an existing report by clicking the view



icon. Reports that have a status of "In Process" or "Rejected" can be

viewed or updated. Updates can be done by clicking the update icon



Reports with a status of "Accepted" can only be viewed.

3. To create a new report click **Create Monthly Report**. The monthly report will be displayed with a status of new.

FYI

The GA Code and GA Name default based on logon information. For users that enter Form 2000 information for multiple GAs (i.e., Service Bureaus), a separate logon ID and password is required for each GA.

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The screenshot shows the 'FSA FFEELGA Monthly Financial Reports' form. At the top, there are navigation links: Home, Logout, Preferences, Personalize Page. Below these are buttons for 'Cancel / Return to Search Page' and 'Apply'. The form includes fields for GA Code (709), Status (New), Source (Form), Fiscal Month, and Fiscal Year. A 'Moethly Report For:' section shows the GA Name as 'Connecticut Student Loan Foundation'. Below this is a table with columns: Item No, Category Detail, Amount Due To/(From) Guarantor, Principal Amount, Interest Amount, and Other Amount. The table contains multiple rows for various categories like Claims Paid, Defaults-Net, Exempt/Lender of Last Reso, etc. Numbered callouts point to specific fields: 4 points to the Fiscal Month field, 5 points to the Fiscal Year field, and 6 points to the table rows.

4. Tab to the **Fiscal Month** field and type the month into the field.
-OR-

Click the **List of Values** icon  to select the appropriate month.

5. Tab to the **Fiscal Year** field and type the year using a four-digit format.
-OR-

Click the **List of Values** icon  to select the appropriate year.

FYI

The GA Comments field can be used for any relevant comments. Comments can be updated or changed until the report is submitted, at which time the comments become permanent.

6. Complete the remaining lines of the Monthly Report, **MR-1** through **MR-26**. For instructions on completing each line, see the Form 2000 Guaranty Agency Financial Report Instruction Guide.

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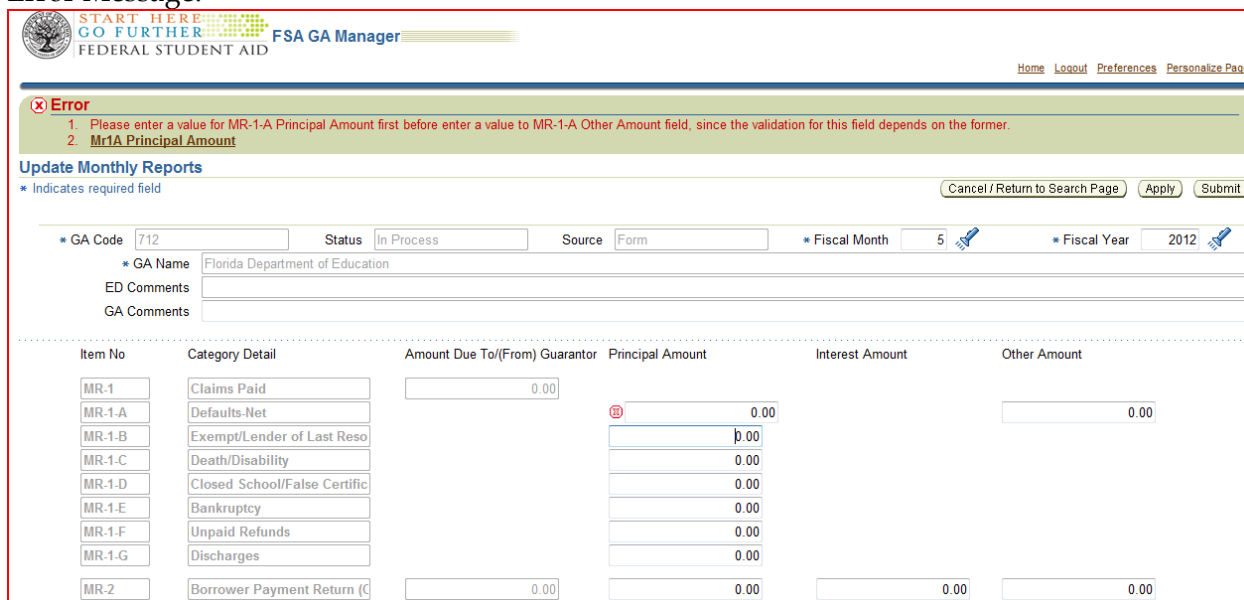
FYI

Enter all dollar amounts greater than zero to the nearest cent, and include the decimal point for Monthly and Monthly/Quarterly reports. For Annual reports, provide whole numbers only (i.e., no cents). Do not enter dollar signs or commas; the system will automatically display them. Enter a negative sign before the number for all negative amounts.

Save Monthly Report

7. Click **Apply** to save the report. When saved, reasonability edits are performed on the data. If a reasonability edit is failed, an “Error” message will appear. The “Error” message is displayed above the report and indicates the line number and column that failed the edit. If any Errors are present, they must be corrected before continuing. If there are no errors, a “Confirmation” is displayed above the report. The messages are shown below.

Error Message:



START HERE GO FURTHER FSA GA Manager
FEDERAL STUDENT AID

Home Logout Preferences Personalize Page

Error

- Please enter a value for MR-1-A Principal Amount first before enter a value to MR-1-A Other Amount field, since the validation for this field depends on the former.
- Mr1A Principal Amount

Update Monthly Reports

* Indicates required field

Cancel / Return to Search Page Apply Submit

* GA Code 712 Status In Process Source Form * Fiscal Month 5 * Fiscal Year 2012

* GA Name Florida Department of Education

ED Comments

GA Comments

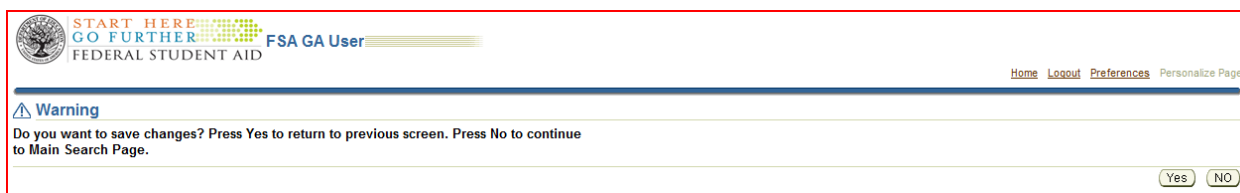
Item No	Category Detail	Amount Due To/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
MR-1	Claims Paid	0.00			
MR-1-A	Defaults-Net		0.00		0.00
MR-1-B	Exempt/Lender of Last Reso		0.00		
MR-1-C	Death/Disability		0.00		
MR-1-D	Closed School/False Certific		0.00		
MR-1-E	Bankruptcy		0.00		
MR-1-F	Unpaid Refunds		0.00		
MR-1-G	Discharges		0.00		
MR-2	Borrower Payment Return (C	0.00	0.00	0.00	0.00

Confirmation:

Guaranty Agency**FYI**

Once a Monthly, Monthly/Quarterly or Annual Report is saved, the status of the report changes to "In Process." The report can be printed prior to submission, if desired.

8. Click the **Cancel/Return to Search Page** button to close the report. A warning will be displayed: Click yes to return to previous page. Click No to continue to the search page.

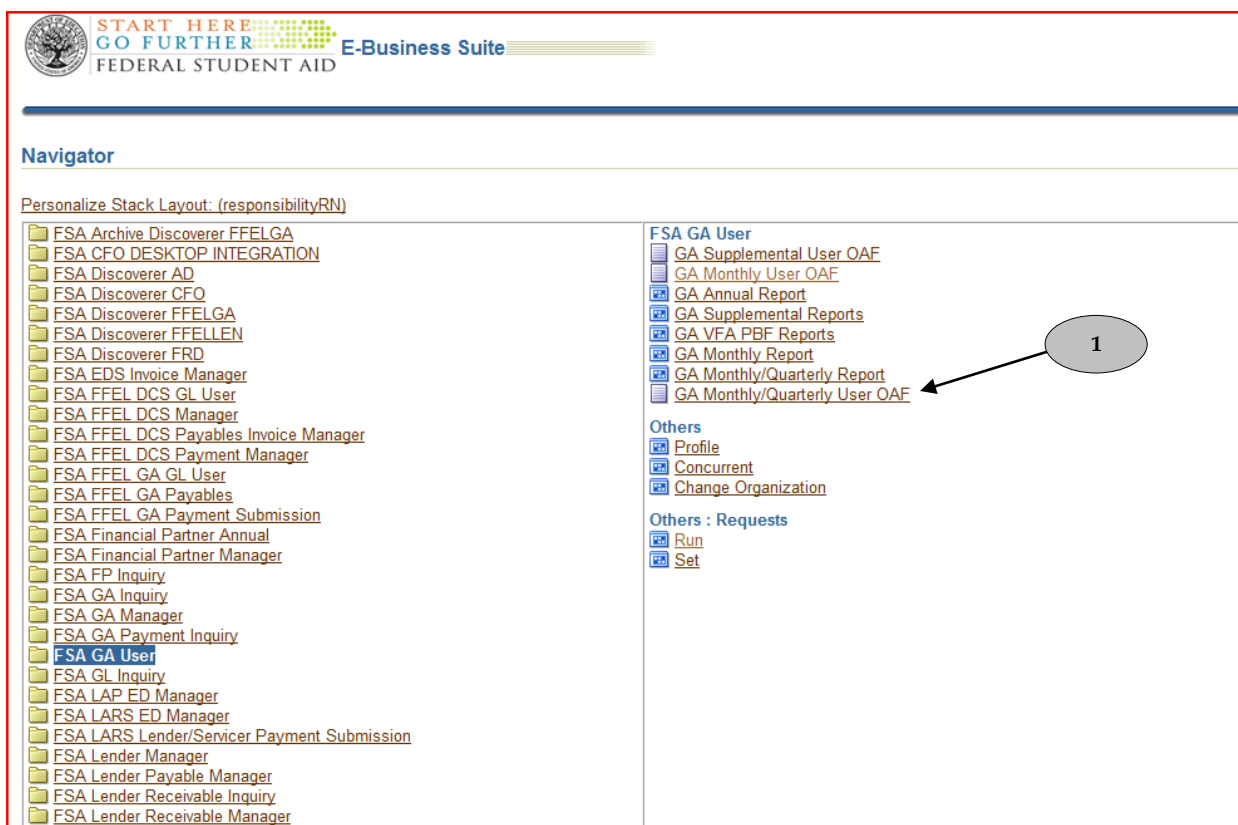
**FYI**

Click the "Home" link (located at the top right of every page) at any time to return to the Main Navigator page.

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Monthly/Quarterly Report

Who: FSA GA User or FSA GA Manager
Frequency: Monthly
Situation: At the end of each month, GAs will complete monthly/quarterly reports for the FFEL loan program online using Form 2000.

Complete Monthly/Quarterly Report

The screenshot displays the FSA E-Business Suite interface. At the top, there is a header with the FSA logo and the text "START HERE GO FURTHER FEDERAL STUDENT AID E-Business Suite". Below the header is a "Navigator" section. The left side of the Navigator contains a list of menu items, including "FSA Archive Discoverer FFELGA", "FSA CFO DESKTOP INTEGRATION", "FSA Discoverer AD", "FSA Discoverer CFO", "FSA Discoverer FFELGA", "FSA Discoverer FFELLEN", "FSA Discoverer FRD", "FSA EDS Invoice Manager", "FSA FFEL DCS GL User", "FSA FFEL DCS Manager", "FSA FFEL DCS Payables Invoice Manager", "FSA FFEL DCS Payment Manager", "FSA FFEL GA GL User", "FSA FFEL GA Payables", "FSA FFEL GA Payment Submission", "FSA Financial Partner Annual", "FSA Financial Partner Manager", "FSA FP Inquiry", "FSA GA Inquiry", "FSA GA Manager", "FSA GA Payment Inquiry", "FSA GA User", "FSA GL Inquiry", "FSA LAP ED Manager", "FSA LARS ED Manager", "FSA LARS Lender/Service Payment Submission", "FSA Lender Manager", "FSA Lender Payable Manager", "FSA Lender Receivable Inquiry", and "FSA Lender Receivable Manager". The right side of the Navigator contains a list of options, including "FSA GA User", "GA Supplemental User OAF", "GA Monthly User OAF", "GA Annual Report", "GA Supplemental Reports", "GA VFA PBF Reports", "GA Monthly Report", "GA Monthly/Quarterly Report", "GA Monthly/Quarterly User OAF", "Others", "Profile", "Concurrent", "Change Organization", "Others : Requests", "Run", and "Set". A callout bubble with the number '1' points to the "GA Monthly/Quarterly Report" option.

1. From the Navigator screen, click GA Monthly Report OAF.

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3 search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

GA Code: 712

Fiscal Year:

Fiscal Month:

Status:

Source:

Go Clear

Create Mon/Quarterly Report



GA Code	GA Name	Fiscal Year	Fiscal Month	Status	Source	View	Update
712	Florida Department of Education	2012	5	In Process	Form		
712	Florida Department of Education	2012	2	Submitted	Form		
712	Florida Department of Education	2012	1	Accepted	Form		
712	Florida Department of Education	2011	12	Accepted	Form		
712	Florida Department of Education	2011	11	Accepted	Form		
712	Florida Department of Education	2011	10	Accepted	Form		
712	Florida Department of Education	2011	9	Accepted	Form		
712	Florida Department of Education	2011	8	Accepted	Form		
712	Florida Department of Education	2011	7	Accepted	Form		
712	Florida Department of Education	2011	6	Accepted	Form		
712	Florida Department of Education	2011	5	Accepted	Form		
712	Florida Department of Education	2011	4	Accepted	Form		
712	Florida Department of Education	2011	3	Accepted	Form		
712	Florida Department of Education	2011	2	Accepted	Form		
712	Florida Department of Education	2011	1	Accepted	Form		

Create Mon/Quarterly Report

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- The "Search" page will be displayed. The search page displays all available monthly/quarterly reports. The user can view an existing report by clicking the view icon . Reports that have a status of "In Process" or "Rejected" can be viewed or updated. Updates can be done by clicking the update icon . Reports with a status of "Accepted" can only be viewed.
- To create a new report click **Create Mon/Quarterly Report**. The monthly report will be displayed with a status of new.

Guaranty Agency

FSA GA Monthly/Quarterly Financial Report Create Page

GA Code: 712 Status: New Source: Form ☒ Mon ☐ QTR * For Fiscal Mon/Qtr: * /

GA Name: Florida Department of Education

ED Comments:

GA Comments:

Item Number	Category Details	Amount Due To/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
Agency Accrual					
MR-27	Default FFEL Consolidate		0.00	0.00	0.00
MR-28	Subrogated Loans		0.00	0.00	0.00
MR-29	Default Loans Transferred		0.00	0.00	0.00
MR-30	Default Loans Transferred		0.00	0.00	0.00
MR-31	Other Transactions Affecti		0.00	0.00	0.00
MR-32	Ending Balance on Default		0.00	0.00	0.00
Delinquency By Debt					
MR-33	Not Delinquent		0.00	0.00	
MR-34	1 - 90 days		0.00	0.00	
MR-35	91 - 180 days		0.00	0.00	
MR-36	181 - 365 days		0.00	0.00	
MR-37	1 - 2 years		0.00	0.00	
MR-38	2 - 6 years		0.00	0.00	
MR-39	6 - 10 years		0.00	0.00	
MR-40	Over 10 years		0.00	0.00	
Bankruptcy					
MR-41	Ending Balance on Bankr		0.00	0.00	0.00
MR-42	Bankruptcies Transferred		0.00	0.00	0.00

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4. Tab to the **For Fiscal Mon/Qtr** field, and type the month.

- OR -

Click the **List of Values** icon  to select the appropriate month

5. Tab to the **For Fiscal Mon/Qtr** field and type the year using a four-digit format.

-OR-

Click the **List of Values** icon  to select the appropriate year.

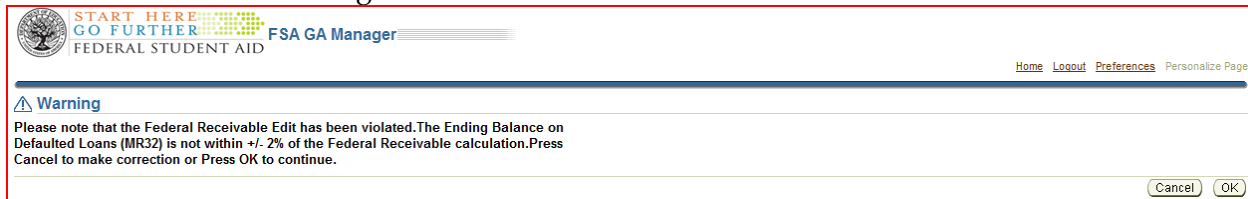
6. Complete the lines of the Monthly/Quarterly Report, **MR-27** through **MR-42**.
 For instructions on completing each line, see the Form 2000 Guaranty Agency Financial Report Instruction Guide.

FYI

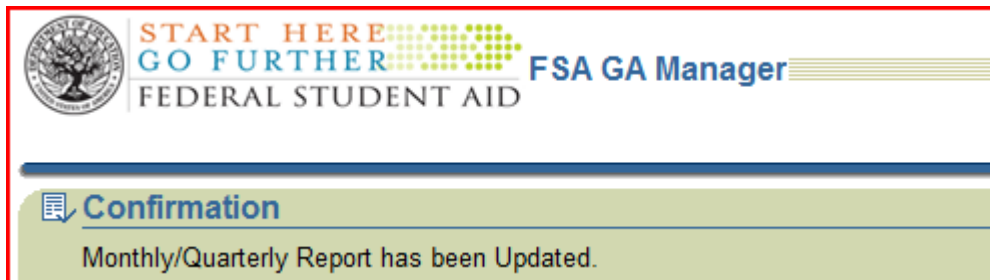
MR-32 Principal and Interest amounts are system calculated fields and equal the sum of lines MR-33 through MR-40

Guaranty Agency***Save Monthly/Quarterly Report***

7. Click **Apply** to save the report. When saved, the Federal Receivable reasonability edit is performed. If the edit is failed, a “Warning” message will be displayed. Click “Cancel” to return to the previous screen and make corrections. Press “Ok” to bypass the edit and continue to the search page. If there are no errors, a “Confirmation” is displayed above the report. The messages are shown below.

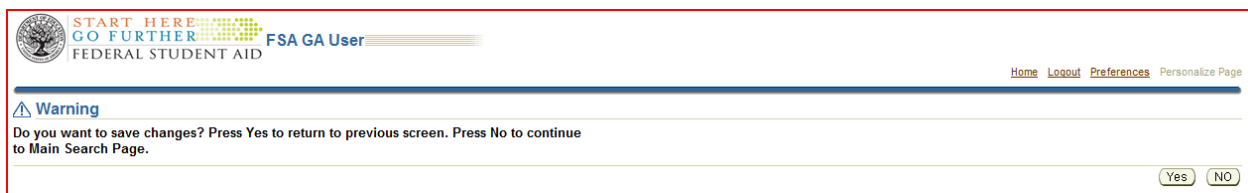
Federal Receivable Warning:

The screenshot shows the FSA GA Manager interface. At the top left is the logo with the text "START HERE GO FURTHER FEDERAL STUDENT AID" and "FSA GA Manager". At the top right are links: "Home", "Logout", "Preferences", and "Personalize Page". A blue bar with a warning icon and the word "Warning" is present. Below it, the text reads: "Please note that the Federal Receivable Edit has been violated. The Ending Balance on Defaulted Loans (MR32) is not within +/- 2% of the Federal Receivable calculation. Press Cancel to make correction or Press OK to continue." At the bottom right are "Cancel" and "OK" buttons.

Confirmation:

The screenshot shows the FSA GA Manager interface. At the top left is the logo with the text "START HERE GO FURTHER FEDERAL STUDENT AID" and "FSA GA Manager". A blue bar with a confirmation icon and the word "Confirmation" is present. Below it, the text reads: "Monthly/Quarterly Report has been Updated."

8. Click the **Cancel** button to close the report. A warning will be displayed: Click Yes to return to previous page. Click No to continue to the search page.



The screenshot shows the FSA GA User interface. At the top left is the logo with the text "START HERE GO FURTHER FEDERAL STUDENT AID" and "FSA GA User". At the top right are links: "Home", "Logout", "Preferences", and "Personalize Page". A blue bar with a warning icon and the word "Warning" is present. Below it, the text reads: "Do you want to save changes? Press Yes to return to previous screen. Press No to continue to Main Search Page." At the bottom right are "Yes" and "NO" buttons.

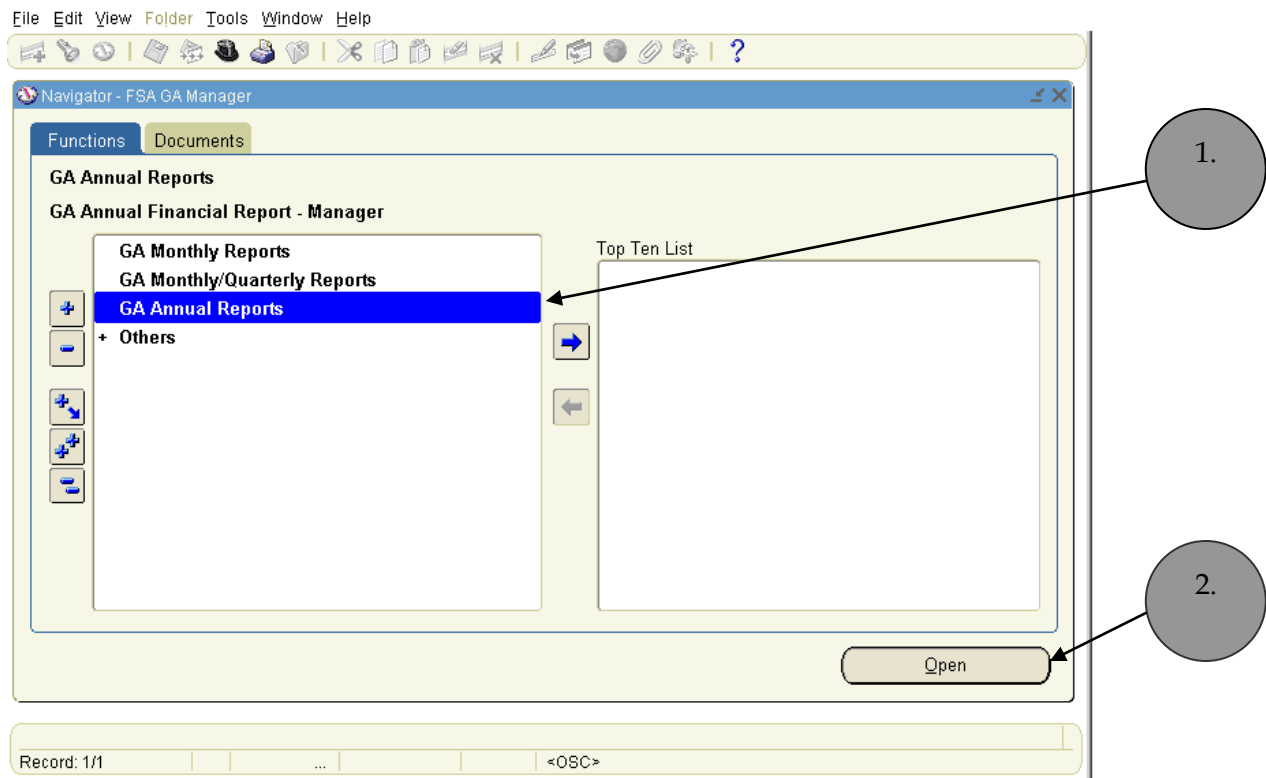
Guaranty Agency

Annual Report

Who: FSA GA User or FSA GA Manager

Frequency: Annually

Situation: At the end of each fiscal year, GAs will complete annual reports for the FFEL loan program using Form 2000.

Complete Annual Report

1. From the "Navigator" window, double-click **GA Annual Report**.
-OR-
2. Highlight **GA Annual Report** and click the **Open** button. The "FSA GA Annual Financial Report" window in New Status appears.

Guaranty Agency

The screenshot shows the 'SFA GA Annual Financial Report' form. At the top, there is a header bar with various icons. Below the header, the form contains several input fields and a table.

Callout 3 points to the 'Fiscal Year' field, which is currently empty and has a dropdown arrow icon to its right.

Callout 4 points to the 'List of Values' icon (a small icon with a list of values) located to the right of the 'Fiscal Year' field.

Callout 5 points to the 'Loans in Repayment' table, which has 8 rows (AR-1 through AR-8) and 7 columns (Amount/CY Actual, CY + 1 Projection, CY + 2 Projection, CY + 3 Projection, CY + 4 Projection, CY + 5 Projection). The table is currently empty, with all values set to 0.

Item No	Category Detail	Amount/ CY Actual	CY + 1 Projection	CY + 2 Projection	CY + 3 Projection	CY + 4 Projection	CY + 5 Projection
AR-1	Loans Guaranteed	0					
AR-2	All Loans Canceled	0					
AR-3	Federal Consolidati	0					
AR-4	Federal Consolidati	0					
AR-5	Uninsured Loans	0					
AR-6	Loans Transferred I	0					
AR-7	Loans Transferred C	0					
AR-8	Default Claims Paid	0					

At the bottom of the form, there is a status bar showing 'Record: 1/1' and a 'List of Values' button.

3. Tab to the **Fiscal Year** field, and type the year.
-OR-
4. Tab to the **Fiscal Year** field, click the **List of Values** icon to the right of the field, select the appropriate year from a list of valid values, and click the **OK** button.
5. Complete the lines of the Annual Report, **AR-1** through **AR-57**. The fields that need to be completed are outlined in black. Use the **Tab** key to move between fields. The **List of Values** icon to the right of the field will appear enabled if the field has a list of valid values from which to choose. For instructions on completing each line, see the Forms 2000 Guaranty Agency Financial Report Instructions posted on the Financial Partner portal at http://www.fp.ed.gov/attachments/fms_data_nsls/GAFR_Guide06_2011.pdf
6. Line numbers that appear gray indicate that a **Drop Down** box exists to allow more detailed information to be recorded for that line. Double-click on the line number to access the **Drop Down** box. The "Schedule of Itemized Line Items" window appears.

Guaranty Agency

SFA GA Annual Financial Report

GA Code: 000 Status: New Source: Form Fiscal Year: [dropdown]
GA Name: TEST GA
GA Comments: [text area]
ED Comments: [text area]

6.

Item No	Category Detail	Amount/ CY Actual	CY + 1 Projection	CY + 2 Projection	CY + 3 Projection	CY + 4 Projection	CY + 5 Projection
AR-19	Insurance Premium	0	0	0	0	0	0
AR-20	Other Revenues	0	0	0	0	0	0
AR-21	Claims Expensed to	0	0	0	0	0	0
AR-22	Recall of Federal Fi	0	0	0	0	0	0
AR-23	Transfer to Operatin	0	0	0	0	0	0
AR-24	Transfer to Operatin	0					
AR-25	Other Expenses	0	0	0	0	0	0
AR-26	Ending Balance	0	0	0	0	0	0
AR-27	Amount Transferred	0	0	0	0	0	0

Record: 1/1 ... List of Valu... <OSC>

SFA GA Annual Financial Report

GA Code: 0 Status: In Process Source: Form Fiscal Year: 2005
GA Name: FSA_TEST_SUPPLIER

LINES

Schedule of Itemized Line Items

Item No	Sub-category	Sub-category Flag	Amt/CY Actual	CY + 1 Proj	CY + 2 Proj	CY + 3 Proj	CY + 4 Proj	CY + 5 Proj	Explanation
AR-20		N/A	0	0	0	0	0	0	

Total: 0 0 0 0 0 0

Save Return

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 ... <OSC>

7.


8.

9.

Guaranty Agency

7. Type information in each line. Use as many lines as necessary. Use the **Tab** key to move between fields. Click the **Arrow** icon next to the **Sub-Category Flag** field to select from a drop down list. . For instructions on completing each line, see the Forms 2000 Guaranty Agency Financial Report Instructions posted on the Financial Partner portal at http://www.fp.ed.gov/attachments/fms_data_nsls/GAFR_Guide06_2011.pdf

FYI

For fields that contain more text than can be viewed in the field, click the Edit icon  while the cursor is in the specific text. This will open the Editor window where all text is displayed. This functionality exists for all fields in the system.

8. Click the **Save** button to save the details in the “Schedule of Itemized Line Items” window. The report window returns.
9. Click the **Return** button. The “FSA GA Annual Financial Report” window reappears with the total from the **Drop Down** box automatically filled in the appropriate line.

FYI

If the Return button is clicked without first clicking the Save button, all changes are lost.

Guaranty Agency

Save Annual Report

10.

File Edit View Folder Tools Window Help

SFA GA Annual Financial Report

GA Code Status Source Fiscal Year

GA Name


GA Comments

ED Comments

Item No	Category Detail	Amount/ CY Actual	CY + 1 Projection	CY + 2 Projection	CY + 3 Projection	CY + 4 Projection	CY + 5 Projection
Loans in Repayment							
AR-1	Loans Guaranteed (<input type="text" value="0"/>					
AR-2	All Loans Canceled	<input type="text" value="0"/>					
AR-3	Federal Consolidati	<input type="text" value="0"/>					
AR-4	Federal Consolidati	<input type="text" value="0"/>					
AR-5	Uninsured Loans	<input type="text" value="0"/>					
AR-6	Loans Transferred In	<input type="text" value="0"/>					
AR-7	Loans Transferred C	<input type="text" value="0"/>					
AR-8	Default Claims Paid	<input type="text" value="0"/>					
AR-9	Bankruptcy Claims I	<input type="text" value="0"/>					

Record: 1/?

<OSC>

10. Click the **Save** icon  on the **Toolbar** to save the report. Once the data has been saved, the **Status** field is updated to In Progress.
11. Click the **X** button to close the “GA Annual Financial Report” window. The “Navigator” window appears.

Guaranty Agency

Submit Monthly, Monthly/Quarterly, and Annual Reports

Who: FSA GA Manager

Frequency: Monthly, Quarterly, and Annually

Situation: The GA Manager will review and submit the Supplemental, Monthly, Monthly/Quarterly and Annual reports for the FFEL Loan Program. The steps listed below show a Monthly report submission; however, the process is the same for the Monthly/Quarterly report.

Update Monthly Reports
* Indicates required field

Cancel / Return to Search Page Apply Submit

* GA Code 712 Status In Process Source Form * Fiscal Month 5 * Fiscal Year 2012

* GA Name Florida Department of Education

ED Comments

GA Comments

Item No	Category Detail	Amount Due To/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
MR-1	Claims Paid	0.00			
MR-1-A	Defaults-Net		0.00		0.00
MR-1-B	Exempt/Lender of Last Reso		0.00		
MR-1-C	Death/Disability		0.00		
MR-1-D	Closed School/False Certific		0.00		
MR-1-E	Bankruptcy		0.00		
MR-1-F	Unpaid Refunds		0.00		
MR-1-G	Discharges		0.00		
MR-2	Borrower Payment Return (C	0.00	0.00	0.00	0.00
MR-3	Status Changes	0.00			
MR-3-A	Death/Disability		0.00	0.00	
MR-3-B	Closed School/False Certific		0.00	0.00	
MR-3-C	Bankruptcy		0.00	0.00	
MR-4	TOP Overpayments	0.00	0.00	0.00	0.00
MR-5	Repurchases - CFY	0.00			
MR-5-A	Defaults		0.00	0.00	0.00
MR-5-B	Exempt/Lender of Last Reso		0.00		0.00
MR-5-C	Death/Disability		0.00		0.00
MR-5-D	Closed School/False Certific		0.00		0.00
MR-5-E	Bankruptcy		0.00		0.00

1. With the report displayed on the “FSA GA Monthly Financial Report” page. Tab through fields to review the report. Make changes as needed.
2. Click the **Apply** button to save any changes made to the report.

Guaranty Agency

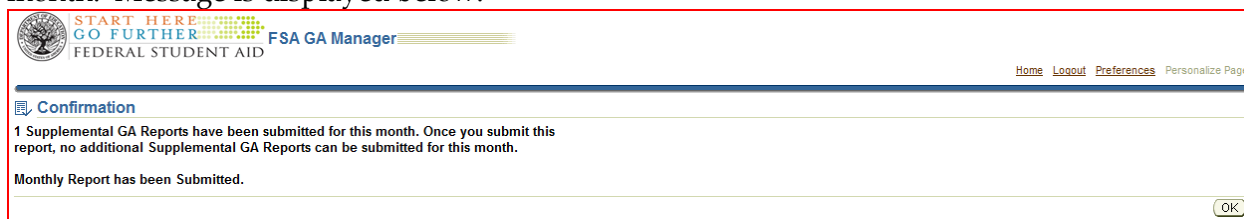
FYI

If changes are made and saved, reasonability edits are performed on the data. If a reasonability edit is failed, an “Error” message will appear. The “Error” message is displayed above the report and indicates the line number and column that failed the edit. If any Errors are present, they must be corrected before continuing. If there are no errors, a “Confirmation” is displayed above the report.

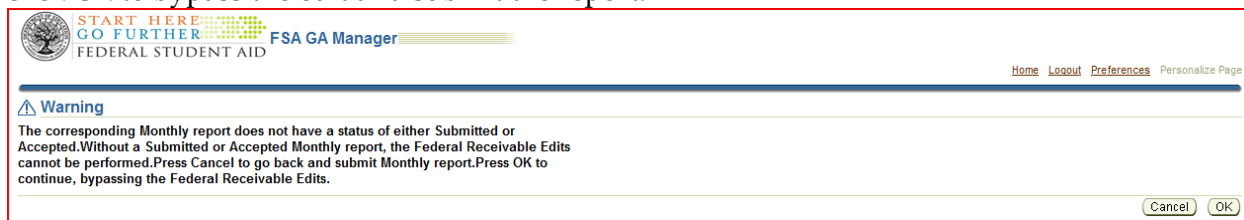
3. Once the report has been thoroughly reviewed, Click the **Submit** button.

FYI

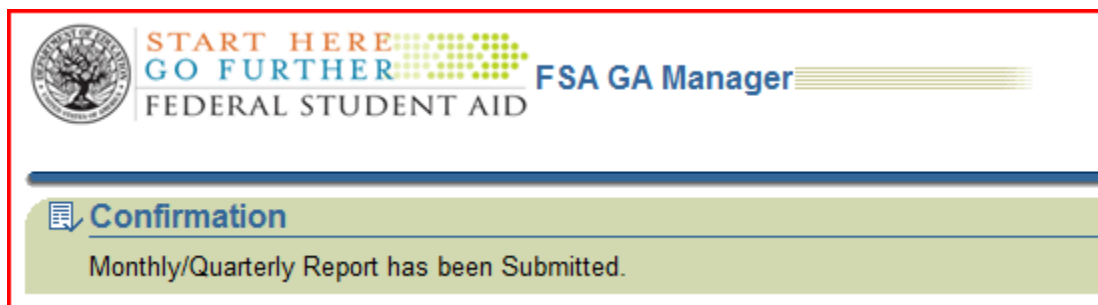
When the Monthly report is submitted a confirmation message will display indicating whether a supplemental report has been submitted for the month. Message is displayed below.

**FYI**

When the Monthly/Quarterly report is submitted, the federal receivable reasonability edit is performed. If the corresponding Monthly report has not been submitted, the federal receivable edit will not be performed and the below message will be displayed. The user can click Cancel to cancel the submission or click Ok to bypass the edit and submit the report.

**FYI**

When the Monthly/Quarterly report is submitted, the federal receivable reasonability edit is performed, if the edit is failed the user can click Cancel to return to the previous screen to make changes or click Ok to continue submitting. Once the report is submitted, a confirmation message is displayed above the report:

Guaranty Agency

4. The **Status** field is updated to Submitted, and the report is submitted to FSA for review.

FYI

Once a report has a Submitted status, an Email notification is sent to the GA contact listed in the system, and the report cannot be changed. If an error is discovered after submission, contact your Financial Partner. The Financial Partner can reject the submission, which will make the report editable again.

FYI

SFA will now review the report and either Accept or Reject the report.

If a report is accepted, the status will be updated to Accepted and an Email is sent to the GA contact listed in the system stating that the report is approved. Additionally, a Statement of Account is made available in the system.

If a report is rejected, an Email is sent to the GA contact listed in the system, the report status changes to Rejected and the report becomes editable again. The report should be reviewed by the GA (including ED Comments on the report), edited, saved and re-submitted to SFA.

Guaranty Agency

View and Print Reports and Statements of Account

Who: GA Inquiry, GA User, or GA Manager

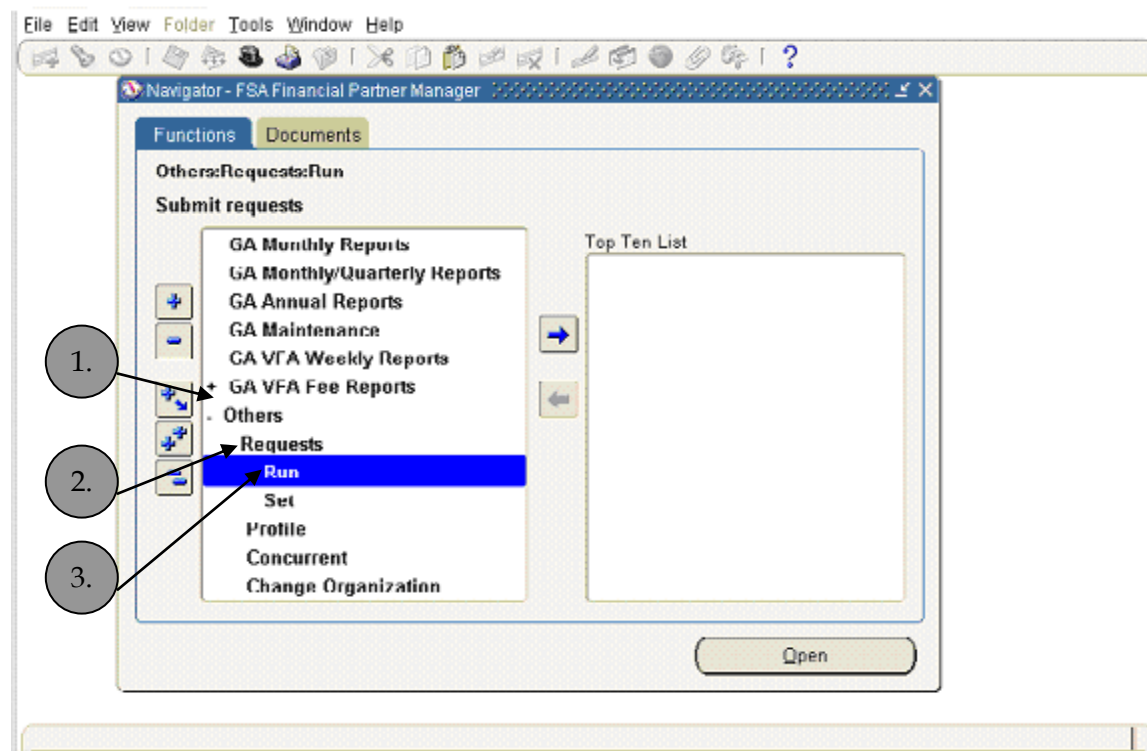
Frequency: As Needed

Situation: When FSA has approved an invoice for payment, the GA will receive an Email notification that the Statement of Account is ready to be generated. After Email notification is received, the GA may view and print a Statement of Account report.

The following steps show how to view and print reports. The same steps are used for Monthly, Supplemental, Monthly/Quarterly, Annual reports and Statement of Account reports.

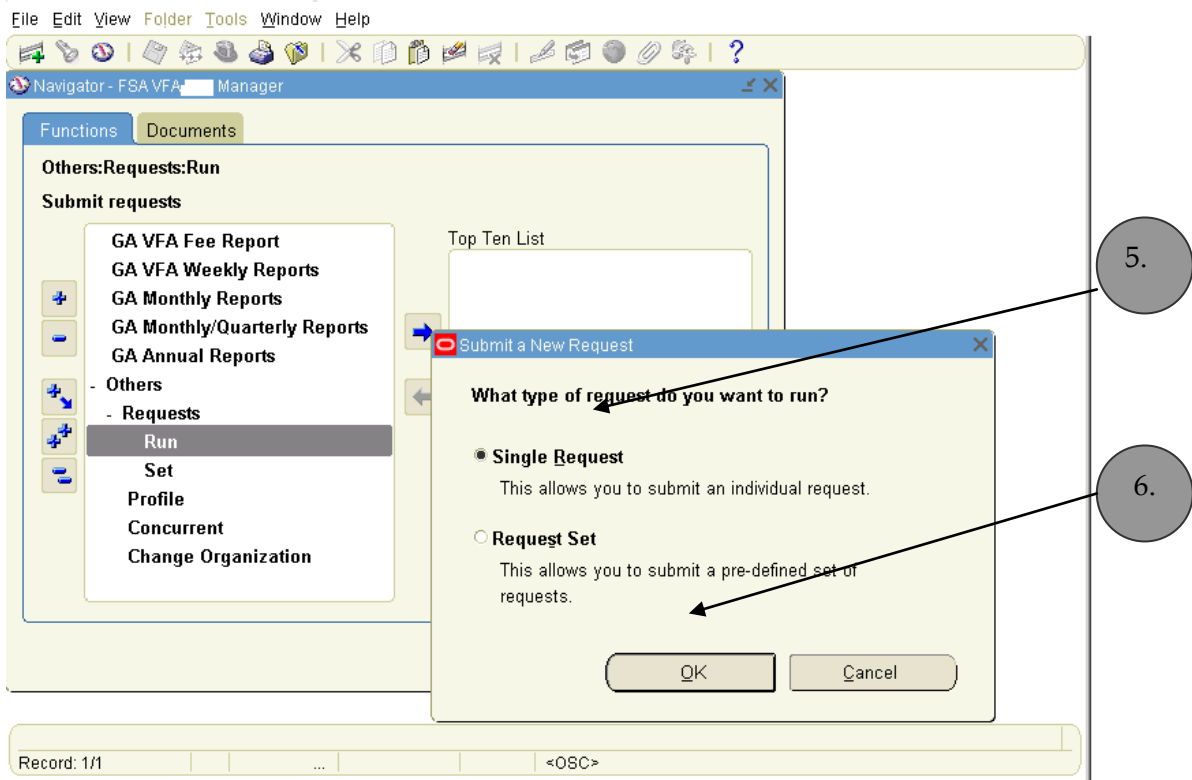
View Reports and Statements of Account

Monthly, Monthly/Quarterly, and Annual reports can be viewed and printed at any time, except when the status of the report is New. A Statement of Account can be viewed and printed after an Email notification of approval is received from FSA. The following steps show how to view and print a Statement of Account. However, the steps to print reports (Monthly, Supplemental, Monthly/Quarterly, and Annual) follow the same steps, except for steps 8-10, where the desired report should be selected and parameters for the report entered.



Guaranty Agency

1. From the “Navigator” window, Double-click **Others**.
 2. Double-click **Requests**.
 3. Double-click **Run**.
- OR-
4. Click **Run** and click the **Open** button. The “Submit a New Request” window appears.
 5. Click the **Single-Request** field.
 6. Click the **OK** button. The “Submit Request” window appears



Guaranty Agency

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name ...

Parameters

Language

Copy...

Language Settings... Debug Options

At these Times...

Run the Job Schedule...

Upon Completion...

☒ Save all Output Files

Layout

Notify

Print to

Options...

Help (C) Submit Cancel

Record: 1/1 ... List of Valu... <OSC>

7. Click the **List of Values** icon to the right of the highlighted field to select from a list of valid values for the report **Request Name** field. The “Reports” window appears.

File Edit View Folder Tools Window Help

Reports

Find

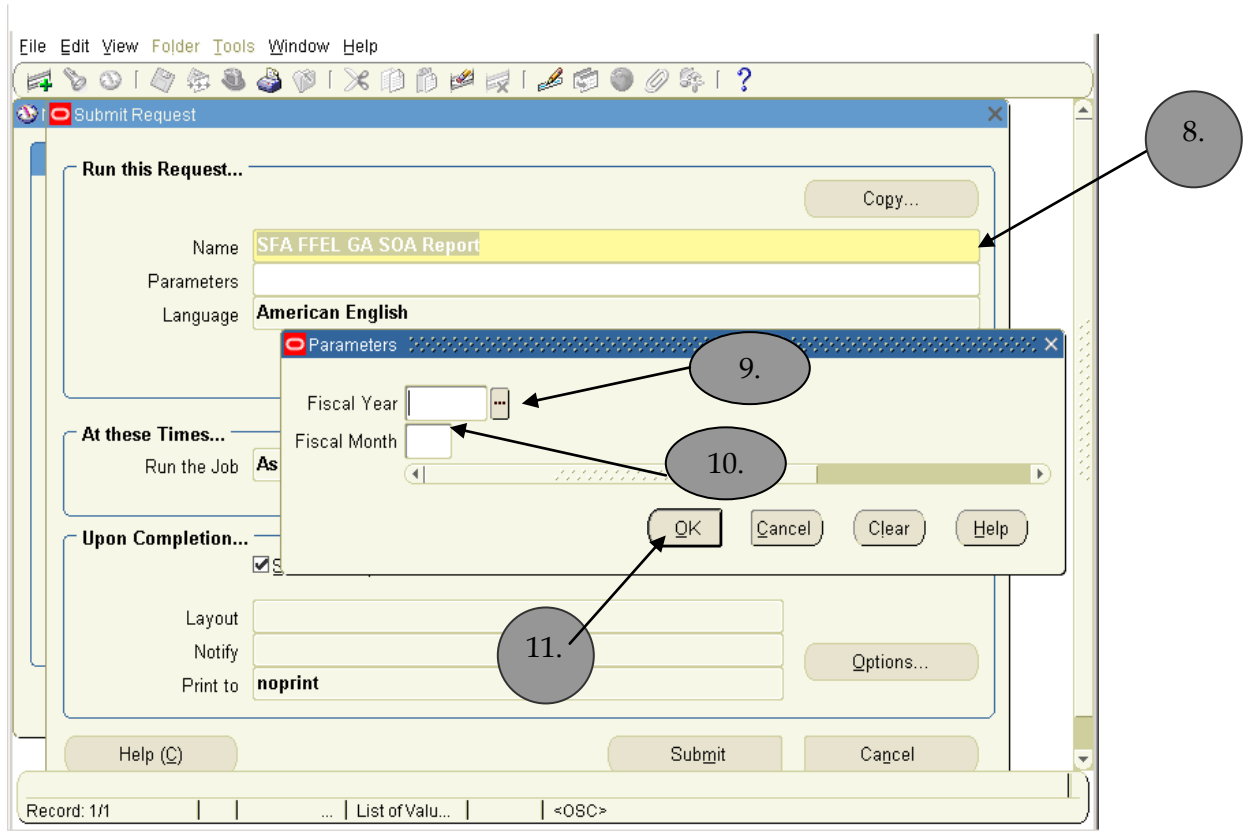
Name	Application
SFA FFEL GA Annual Report	SFA FFEL GA Extensions
SFA FFEL GA Monthly Report	SFA FFEL GA Extensions
SFA FFEL GA Quarterly Report	SFA FFEL GA Extensions
SFA FFEL GA SOA MISC Report	SFA FFEL GA Extensions
SFA FFEL GA SOA NSLDS AMF Report	SFA FFEL GA Extensions
SFA FFEL GA SOA NSLDS LPIF Report	SFA FFEL GA Extensions
SFA FFEL GA SOA Report	SFA FFEL GA Extensions
SFA FFELGA SOA Combination Detail Report	SFA FFEL GA Extensions
SFA FFEL VFA 755 Quarterly Report	SFA FFELVFA Extensions
SFA FFEL VFA SOA Report	SFA FFELVFA Extensions
SFA FFEL VFA Weekly Report	SFA FFELVFA Extensions

Find End OK Cancel

Choices in list: 11

Record: 1/1 ... List of Valu... <OSC>

Guaranty Agency

**FYI**

This example shows how to view and print a Statement of Account (SOA). To view and/or print Monthly, Supplemental, Monthly/Quarterly, or Annual reports instead of the SOA, select the desired report from the Reports Name listing instead of the FSA GA FFEL SOA Report.

8. Highlight **FSA GA FFEL SOA Report** and click the Enter. The “Parameters” window appears.
9. Type the four-digit year in the **Fiscal Year** field. The Fiscal Year notation appears.
10. Type the month in the **Fiscal Month** field. The month appears.

FYI

If a different report is selected from the Reports window, slightly different parameters may need to be entered into the fields of the Parameters window.

Guaranty Agency

11. Press the **Enter** key.

-OR-

12. Click the **OK** button. The “Submit Request” window appears.

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name **SFA FFEL GA SOA Report** Copy...

Parameters **2005:9**

Language **American English** Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

☒ Save all Output Files

Layout

Notify

Print to **noprint** Options...

Help (C) Submit Cancel

Record: 1/1 ... <OSC>

13. Click the **Submit Request** button. The “Requests” window opens.

13.

Guaranty Agency

14.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1513244	SFA FFEL GA SOA Repo		Pending	Normal	2005, 9
1513243	SFA FFEL GA SOA Repo		Completed	Normal	2005, 9
1510182	SFA FFEL VFA 755 Quart		Completed	Normal	4, 2005

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/3 ... <OSC>

14. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request shows "Completed" in the Phase column, as the information displayed on the "Requests" window is a snapshot in time.

Guaranty Agency

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1513244	SFA FFEL GA SOA Repo		Completed	Normal	2005, 9
1513243	SFA FFEL GA SOA Repo		Completed	Normal	2005, 9
1510182	SFA FFEL VFA 755 Quart		Completed	Normal	4, 2005

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Record: 1/3 ... <OSC>

15. Click the **View Output** button to view the report.

Guaranty Agency

16.

17.

Requested Amount Due To/From Guarantor	
\$	17,877,577,510.00
\$	893,878,875.50
\$	1,608,981,975.90
Amount Requested Fiscal Year To Date \$ 111,689,761.93	
Dollars Paid Fiscal Year To Date \$ 111,689,761.93	
Rehabilitated Loans Applied \$ 59,333,589.36	
Refunds Applied \$ 71,484.54	
Trigger Basis Amount \$ 52,284,688.03	
Percent of Request Paid 100%	
Trigger Rate .29%	
Beginning Balance \$.00	
Outstanding Balance Interest \$.00	
Claims Paid Amount (All Claim Categories) \$ 16,855,608.87	
Borrower Payment Returns \$.00	
Status Changes \$ 1,686.11	
TOP Overpayments \$ 16,731.37	
Repurchases/Refunds/Overpayments CFY and PFY \$ 84,618.41	
Rehabilitated Loans \$ 6,269,235.13	
FFEL Consolidations \$ 5,721.50	
Default/Administrative Wage Garnishment Collections \$ 1,441,703.57	
Bankruptcy Collections \$ 10,124.61	

Selects small font size.

16. The SOA report is displayed. Click the **Text Size** from the **View Menu** to change the font size of the report, if desired.

17. Use the **scroll bar** to move through the report.

Print Reports and Statements of Account

1. A report can be printed from the Internet Browser as displayed above using the print functionality of the browser being used.
2. Once the report prints, close the report displayed in the browser.
3. Click the **X** button to close the “Requests” window. The “Navigator” window appears.

Guaranty Agency**Statement of Account Reports**

There are three Statements of Account that GAs may receive through FMS. They are as follows:

- FSA FFEL GA SOA MISC Report
- FSA FFEL GA SOA NSLDS Report
- FSA FFEL GA SOA Monthly Report
- FSA FFEL GA SOA Supplemental Report

FSA FFEL GA SOA MISC Report

The FSA FFEL GA SOA MISC REPORT is created by Financial Partners detailing any miscellaneous transactions. The GA contact listed in the system will receive an e-mail notification once the SOA is available in FMS.

FSA FFEL GA SOA NSLDS Report

The FSA FFEL GA SOA NSLDS REPORT is created in FMS, and is available for GA users, and provides Account Maintenance Fee (AMF) information.

FSA FFEL GA SOA Monthly Report

The FSA FFEL GA SOA MISC REPORT is created in FMS, and is available for GA users, each time a Monthly report is approved. This report contains the information supplied in Monthly report submissions. The GA contact listed in the system will receive e-mail notification of once the SOA is available in FMS.

FSA FFEL GA SOA Supplemental Report

The FSA FFEL GA SOA MISC REPORT is created in FMS, and is available for GA users once the Supplemental report is approved. This report contains the information supplied in the Supplemental Report and the “net payment” amount from the Monthly report submission. The GA contact listed in the system will receive an e-mail notification once the SOA is available in FMS.